

ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Housing Clerk Trainee
Department: L&E Housing

Wage Range: TBD
Term: Permanent F/T

Posting Date: June 29, 2018**Closing Date:** July 12, 2018

SUMMARY:

Under the direct supervision of the L&E/Housing Administrator. The Housing Clerk Trainee supports the administration of the Department of Housing, Lands and Estates by carrying out administrative process within the Housing Sector according to the established policy, guidelines, and Administrator directives. This includes general office duties, departmental reception duties, data entry, filing, drafting and issuing correspondence, scheduling and booking appointments, attending housing inspections, and providing housing records/data as requested, etc.

QUALIFICATIONS:

1. Ontario Secondary School Diploma or equivalent;
2. Knowledge of computer software including word processing, spreadsheet, database management including internet, MS Office;
3. Client service an asset;
4. Professional writing and verbal communication an asset
5. Willingness to take on-line training

Conditions of Employment:

1. The successful candidate will submit a VS-CPIC, prior to starting employment, at own expense.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three 3 work related references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidate, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”